

UNITED STATES DISTRICT COURT
Southern District of Indiana
Indianapolis Division

CHAMBERS JUDICIAL ASSISTANT/PARALEGAL

JS 11/1 – JS 11/10 (\$61,674-\$80,179)

depending on qualifications and experience

CLOSING DATE: February 9, 2018

The United States District Court for the Southern District of Indiana is accepting applications for a Chambers Judicial Assistant/Paralegal position located in the Birch Bayh Federal Building and U. S. Courthouse in Indianapolis, Indiana. This position is part of incoming Magistrate Judge Doris L. Pryor's staff. This Chambers position performs administrative and legal duties in assisting the Judge with the daily activities of the office.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Review legal documents as assigned by the Judge for completeness, accuracy, and compliance with rules. Conduct legal research using source material, the internet and Westlaw. Compose and prepare correspondence, procedural and substantive orders, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements. Prepare PowerPoint presentations.
2. Perform administrative duties, including using computer applications to prepare documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, and other related duties. Receive, screen, and refer telephone and in person callers. Respond to basic questions related to the status and scheduling of cases. Arrange and manage the Judge's schedule, continuously updating and coordinating with the Judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives.
3. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Assist with selection of law clerks and interns as requested by the Judge.
4. Maintain financial disclosure information. Maintain chambers information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
5. Docket orders, notices, and opinions in the court's electronic filing system. Create and update templates and standard documents for orders, motions, and other related documents. Make travel arrangements and prepare vouchers for travel advances and payments. Arrange meetings and conference agendas. Maintain

- office supplies and inventory of property assigned to chambers. Place calls for repair of office equipment.
6. Provide orientation and training to law clerks and other personnel regarding the Judge's style and preferences, and court administrative protocols. Provide assistance on automated systems and software for chambers staff.
 7. Monitor deadlines, prioritize tasks, and determine need for action by the Judge. Monitor caseload, organize filings and correspondence related to cases, log motions and other actions, and update the case list. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
 8. Manage budgetary, shared services, or facilities issues.

QUALIFICATIONS: Applicants for a Judicial Assistant position must have a minimum of two years of specialized experience in progressively responsible secretarial or administrative roles. Specialized experience in a **legal** environment with two years or more of college or vocational education is preferred. Applicants for a Chambers Paralegal position must have a bachelor's degree from an accredited college or university and/or a paralegal certificate from an accredited paralegal program. The Chambers Paralegal applicant must possess, at a minimum, three years of progressively responsible experience in the legal field, preferably in a court setting.

Applicants for either position must be self-directed, highly organized, and able to balance the demands of varying workload responsibilities and deadlines. Candidates must possess excellent written and oral communications skills, as well as interpersonal skills. The person chosen for either position must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

APPLICATION INSTRUCTIONS: A detailed description of duties, summary of benefits, and application instructions may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.